



Logistics

AIR FORCE ROTC LOGISTICS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes policies and prescribes logistics procedures for Air Force ROTC units, ROTC Region Commanders, and regional directors of admission. It supplements procedures prescribed in other USAF directives. Submit recommendations for improvement of logistics procedures in this instruction to HQ AFOATS/SDL, Maxwell AFB AL 36112-6106.

SUMMARY OF REVISIONS:

The responsibilities for budgeting and distributing funds for logistical support of the AFROTC program are no longer covered by this instruction and are now the responsibility of HQ AFROTC/CCR. All TDY orders for cadre and cadets are processed by HQ AFOATS/SDCBA rather than HQ AFOATS/SDL. Transportation procedures and Traveling Medical Teams are covered in AFROTCI 24-1001, *Air Force ROTC Transportation Procedures*.

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Chapter 1

LOGISTICAL POLICIES

1.1. General Information. This instruction describes responsibilities of Air Force ROTC units in obtaining logistics support and lists applicable references (see attachment 1). If and when procedural questions arise, you may request assistance from HQ AFOATS/SDL.

1.1.1. The standard contract between the Air Force and the AFROTC host university specifies a level of logistical support. This includes classrooms, offices, storage space, parking space, secretarial service, janitorial service, communications service, printing, building maintenance, utilities, and grounds upkeep. These are provided either at no cost or on the same basis as provided to other university departments. In some cases, there is a university budget for these services and the Professor of Aerospace Studies (PAS) can decide where to use the department budget. In other cases, there is direct reimbursement for services through a separate Air Force contract with the university.

1.1.2. Consider the following when requesting logistical support:

1.1.2.1. Logistical support provided is limited to the dollar amount approved by the region. Units with regional director of admission (RDA) and/or assistant RDAs assigned should include RDA requirements when requesting logistical support.

1.1.2.2. AFROTC logistical funds must not be obligated without first receiving prior approval from the region. When you use Air Force funds to pay for any kind of support after the fact, it is a ratification. This is a very serious matter, requires a formal ratification action, and may result in personal liability for the expended funds. Units must not expend funds without prior approval.

1.2. Funding. Equipment requirements are funded according to the following: Expendability, Reparability, Recoverability, Cost Designator (ERRCD); and Elements of Expense Investment Code (EEIC):

1.2.1. EEIC 609: This designator pays for non-Equipment Authorized Inventory Data (EAID) items, e.g., fans, chairs, storage cabinets, some desks, etc. Expendable supplies bought from the base Service Store are also included.

1.2.2. EEIC 619: This designator pays for imprest fund items, GSA Customer Supply Center accounts and some AF Forms 9, **Request for Purchase**, for purchase requiring labor, such as installation.

1.2.3. EEIC 628: This designator pays for accountable equipment items shown on the Custodian Authorization/Custody Receipt Listing (CA/CRL).

1.3. Forms. The forms commonly used to obtain logistical support from base supply, contracting, accounting and finance, General Services Administration (GSA), Information Support Squadron, Army Air Force Exchange Services (AAFES), and HQ AFOATS/SDL are listed in attachment 1.

1.4. Management of Government Property in Possession of the Air Force. Unit commanders must ensure that subordinates are aware of the requirements of AFI 23-111, *Management of Government Property in Possession of the Air Force*.

Chapter 2

EQUIPMENT

2.1. Concept. This chapter provides guidance to unit equipment custodians and region commanders for obtaining and managing Air Force equipment. It also establishes a system for Air Force ROTC units to evaluate equipment requirements and project them into an annual plan. Host-base supply procedures which conflict with guidance in this chapter take precedence over these instructions. Equipment custodians must complete prescribed training given by base supply.

2.2. Equipment Requisitioning. This paragraph supplements instructions and procedures appearing in AFMAN 23-110, *USAF Supply Manual*, Vol. II, Part 13, Chapter 8, for obtaining and accounting for Air Force equipment. Report unusual support base problems which cannot be resolved or any emergency needs immediately through the region commander and to HQ AFOATS/SDL for supply support related issues.

2.2.1. To request authorized EAID equipment items, submit an AF Form 2005, **Issue/Turn-In Request**, or an AF Form 601, **Equipment Action Request**, to the base supply equipment management section in accordance with local base policy. If funds are not available to purchase items, place the following statement in Block 21, Justification and Item Description, of an AF Form 601: "Establish a Memo Due-Out. Funds are not available." In Block I of AF Form 2005, print or type "MEMO." When funds are available, the unit should notify the stock control section of base supply in writing to change the "Memo Due-Out" to a "Firm Due-Out" (meaning items are ready to be ordered from the supplier). If funds are available on an initial request to base supply for an equipment item, type "Funds are available" in Block 21 of AF Form 601 or type "FIRM" in Block I of AF Form 2005. Detailed preparation instructions for AF Forms 601 and 2005 are listed in AFMAN 23-110, Vol. II, Part 13, Chapters 8 and 3, respectively. Expendable items cannot be established as a "Memo Due-Out."

2.2.2. Monitor the status of all Firm Due-Outs to ensure they remain firm until equipment is received or canceled. Computer management products discussed in AFMAN 23-110, Vol. II, Part 13 are designed to assist the custodian in monitoring the equipment account and the status of all requirements. Each computer listing must be thoroughly analyzed to stay abreast of all transactions affecting the unit account. If needed, request help in reading computer products. Immediately refer any problems detected to the customer service unit within base supply.

2.2.3. Report price increases which cause the Firm Due-Out price to exceed the unit's funding authority. Under the 100 percent obligated Due-Out programs, the unit's PFMR must have enough funds to cover each Firm Due-Out, or the item may not be requisitioned, or may even be canceled by supply.

2.2.4. When reviewing the Daily Document Register (D04), ensure the unit's PFMR target for stock funded items (EEIC 609 and 628) includes the total dollar amount for both supply and equipment items.

2.3. Custodian Responsibilities. The unit commander appoints, by letter, an active duty unit member or civilian government employee to act as the equipment custodian. This position is not the same as the Unit Property Custodian (UPC) discussed in paragraph 4.2.; however, the same individual may fill both jobs. The custodian duties are to:

2.3.1. Upon assumption of duties, obtain equipment custodian training from the training section of base supply. Place a certificate of training on file to record such training. If a certificate of training is not issued, place a written memorandum in the custodian file. AFROTC equipment custodians are not authorized to obtain a waiver of custodian training.

2.3.2. Assume responsibility for Air Force equipment issued to the unit.

2.3.3. Label all Air Force equipment listed on the CA/CRL so the NSN, Detail Number, and Nomenclature are clearly legible. Request new labels when a new CA/CRL is issued. If university and Air Force equipment is jointly used, the custodian must be able to readily identify Air Force owned equipment.

2.3.4. Comply with procedures contained in AFMAN 23-110, Vol. II, Part 13, Chapter 8, AFI 23-111, and any other local equipment procedures specified by the support base.

2.4. Custodian File. The equipment custodian maintains a file consisting of items required by AFMAN 23-110, Vol. II, Part 13, Chapter 8, Section F. Demilitarized rifles are maintained according to paragraph 2.12.5.

2.5. Allowance Standards. Allowance Standards (AS) 016, *Special Purpose Clothing and Personal Equipment Part D* and 706, *Air Force Officer Training Corps Part A*, contain authorized allowances for AFROTC units. No other AS may be cited. All allowances prescribed in the AS are optional and represent maximum allowances for each unit. Units should request only allowances for which a valid requirement exists.

2.6. Equipment Accountability. Comply with AFMAN 23-110, Vol. II, Part 13, Chapter 8, Section C.

2.7. Excesses. Elimination of excess equipment is a continual special subject for emphasis at all echelons of command. The unit commander and staff must take aggressive action to purge unused and excess items from the equipment account. Do not store equipment unless a definite future need is anticipated. Turn in excess equipment to the host base supply in accordance with local procedures.

2.8. Organizational Flags. Units are authorized only one flag (other than the United States flag); this may be the Air Force flag or an organizational flag. These items need to be budgeted for at least a year in advance. After funds are budgeted and

approved, process an AF Form 601 with one copy of a drawing of the official institutional emblem to the base supply equipment management section. Instructions for filling out an AF Form 601 are in AFMAN 23-110, Vol. II, Part 13, Chapter 8. Units not having an approved emblem must comply with instructions listed in AFI 84-101, *Historical Products, Services and Requirements*.

2.9. Flagstaffs and Guidons. Obtain guidons and flagstaffs through the base supply equipment management section or the demand processing unit using their procedures after complying with paragraph 2.2.

2.10. Aeronautical Computers and Plotters. Budget for aeronautical computers and plotters, listed in AS 706, part A, according to paragraph 2.2 and request them from base supply when funds are available.

2.11. Duplicating Machines and Copiers. Copiers may be Air Force owned, rental/leased, university provided, or base provided. Request for copier replacement must adhere to the following instructions:

2.11.1. Coordinate with your host base copier monitor for guidance on purchase, rent or lease procedures. All copier rentals must be renewed according to the host contracting office schedule. **NOTE:** DOD 5330-3, *Defense Automated Printing Service (DAPS) Copying*, provides guidance for copier operations. This guidance must be followed along with any provided by the host base. Copiers must be located in an area where cadets do not have free access. AFROTC limits the number of copies per original to 15 each. Host base DAPS provides duplication for bulk printing needs to be paid via IMPAC card

2.12. Demilitarized Rifles for Drill Team and Ceremonial Purposes.

2.12.1. AS 706 authorizes demilitarized M1 rifles and applicable substitutes for unit drill teams and ceremonial purposes. When required, obtain demilitarized rifles direct from base supply by submitting an AF Form 601 or AF Form 2005. Demilitarized rifles are depot funded items and do not require AFROTC funds. **NOTE:** Ownership or storage of operable firearms by AFROTC units is prohibited.

2.12.2. Demilitarized rifles are not considered firearms by AFI 31-209, *The Air Force Resource Protection Program*, definition and do not require the same protection and controls. Because of the sensitivity involved, unit commanders must strictly adhere to control procedures set forth in this regulation. Although these procedures do not apply to university-owned weapons, security and control must be emphasized. If a unit borrows demilitarized rifles from another unit the commander will establish instructions to store, control and identify these as separate from the unit rifles. Instructions will identify the unit owning the item, date borrowed and estimated date rifles will be returned to owning unit.

2.12.3. Before taking receipt of demilitarized rifles, inspect each one thoroughly. A rifle is considered demilitarized for drill and ceremonial purposes only when the below listed minimum actions have been performed.

2.12.3.1. At least one half inch of the striker end of the firing pin is ground off or the firing pin is completely removed.

2.12.3.2. The firing pin hole in the face of the bolt is welded closed.

2.12.3.3. The barrel is welded to the receiver in such a manner to prevent subsequent removal.

2.12.3.4. A steel rod is driven into the barrel through the chamber end for approximately three inches, leaving a sufficient portion of the rod protruding into the chamber to prevent introduction of a cartridge. If the weapons do not meet these requirements, contact your base supply Inspection Section and HQ AFOATS/SDL immediately. **NOTE:** All of the foregoing demilitarization actions should have been performed by the responsible Air Force Materiel Command Air Logistics Center (ALC) before shipment.

2.12.4. Return issued rifles not meeting the specifications cited above to base supply. If the support base does not have the capability to perform the required actions to make the rifles safe, instruct the base supply inspection section to notify WR-ALC/MMIICB, DSN 468-6762, that the demilitarized rifles did not meet the requirements of DODM 4160-21.M, *Defense Demilitarization Manual*, appendix 6, paragraph 1.5. The DoD demilitarized requirements are identical to those listed above.

2.12.5. Maintain records of the manufacturer and serial number of each demilitarized rifle on file in the unit equipment custodian file under Tab A: Current Action.

2.12.6. Store rifles in a locked, steel storage cabinet, authorized in AS 706, or in weapon storage racks. Locate the storage cabinet or weapon storage racks within a secure room designated by the unit commander.

2.12.7. The unit commander must establish local issue procedures to ensure positive control of demilitarized rifles is maintained at all times. Return rifles to the designated storage area daily unless overnight trips are involved. When transported, rifles must not be openly displayed and must be continually monitored.

2.12.8. Quarterly (March, June, September, and December), the equipment custodian conducts an inventory of demilitarized rifles and records this action by completing a memorandum for record to be filed in the custodian file. Use the manufacturer and serial number record discussed in paragraph 2.12.5 to complete this inventory. If an inventory discrepancy is detected, comply with paragraph 2.13.

2.13. Relief from Responsibility or Accountability. Comply with AFMAN 23-110, Vol. II, Part 13, Chapter 8. Report equipment losses immediately to the base equipment management section and refer to AFMAN 23-220, *Report of Survey for Air Force Property*. Unit commanders may allow cadets to sign out government equipment such as demilitarized weapons, projectors, etc. Cadets who sign out government equipment may be held financially responsible if the equipment is lost or stolen through negligence. Equipment custodians should ensure that unit personnel and cadets are aware of possible financial ramifications associated with signing out of government equipment by cadets.

Chapter 3

SUPPLIES MANAGEMENT

3.1. Concept. This chapter provides guidance for obtaining supplies in addition to those provided by the academic institution. It implements procedures in AFMAN 23-110, Volume I, Part One, Chapter 17; AFMAN 23-110, Volume II, Part 2; and AFMAN 23-110, Vol. II, Part 13. Anyone who manages a supply account should be familiar with AFMAN 23-110, Vol. II, Part 13 and the support base supplements along with completing the prescribed training conducted by the support base supply.

3.2. Sources. Units may obtain expendable supplies by using any combination of the following sources: General Services Administration (GSA), or other local sources (e.g., Office Depot, Office Max, Viking, etc.). The term "expendable supplies" refers to the low-cost items used in the course of conducting business. Office supplies such as paper, pens, pencils, staples, etc., make up the bulk of this budget category. Units are not to exceed the maximum dollar limit established for the unit for supplies.

3.2.1. GSA Customer Supply Center (CSC): The purpose of CSCs is to provide a simplified, quick order system for small quantity orders. GSA delivers to the unit via Parcel Post within a few days.

3.2.2.1. Applying to use the CSC Services: Complete GSA Form 3525, **Application for Customer Supply Center Services and Address Change**. Upon completion of the application, retain the last copy for your suspense file and mail the application to: GSA Customer Supply Center, National Processing Center, 8400 Tatum Road, Palmetto, GA 30268. You can also fax your application to 1-800-856-7057. After processing the application, GSA will mail confirmation of the application along with the CSC Catalog and instructions for its use to the address shown in Section I, Item 8. The CSC catalog will list commonly-used office supplies.

3.2.2.2. Ordering by phone: Call the CSC order desk at 1-800-525-8027. Complete your order form before you call; it will be a handy reference. To better serve all customers, GSA requests you place no more than one order per day. Emergency exceptions to this may be obtained from the CSC manager. Orders telephoned in to the CSC need not be confirmed in writing.

3.2.2.2.1. Indicate whether the order is to be shipped or picked up. Your order will be shipped by small package carrier and is usually accomplished the next business day. Customers wishing to pick up their orders should ensure the scheduled pick-up date is met. Orders not picked up will be shipped the following day.

3.2.2.2.2. Indicate your agency's six-digit activity address code (FEDSTRIP/MILSTRIP) listed at attachment 2.

3.2.2.2.3. Indicate your special three-digit access code for identifying authorized users. This code is determined by unit location.

3.2.2.2.4. Indicate the last seven digits of the stock number of the item being ordered. These digits are within the NSN and are shown in boldface type in the CSC Catalog.

3.2.2.2.5. Indicate the quantity being ordered for each item, including the unit of issue. The quantity ordered cannot exceed the maximum order quantity (MOQ) shown with each item description. If your requirements exceed the MOQ, contact the CSC. For telephone orders, the supply specialist will advise you if the item is currently available. Items will not be back ordered; you will need to reorder at a later date items that are not available. Please consider substitute items prior to placing the call (e.g., a 12" ruler in lieu of an 18" ruler).

3.2.2.2.6. Ordering by mail: Use GSA Form 3542, **Customer Supply Center Order Form**. Complete all items on the order form. Instructions are included and additional copies of the form may be ordered from the Center. Pick up service is not available for mail-in orders. Mail your signed original GSA Form 3542 to the GSA Customer Supply Center servicing your activity at the address shown in the CSC Catalog.

3.2.2.2.7. Ordering over the Internet: Log on to GSA at www.fss.gsa.gov, enter your IMPAC card number, click enter. Type in your address and click submit. Now you can place your order. Simply follow the instructions given to you.

3.2.2.2.8. Pick up Orders:

3.2.2.2.8.1. Pick up service is not available for mail-in orders. You will be required to show your Government Identification Card and give the account number, ticket number, and date of the order being picked up.

3.2.2.2.9. Reporting Discrepancies: If you suspect your shipment is lost or receive a shipment that is over, short, damaged, or incorrectly shipped, complete the top portion of GSA Form 3580, **Customer Supply Center Discrepancy Report**. Copies can be obtained from the CSC. Instructions are on the back of the form. You can also call Customer Service at 1-800-488-3111 or use the Internet to report discrepancies. All discrepant shipments should be accepted from the carrier, then returned or credited using GSA Form 3580.

3.2.2.2.10. Merchandise Returns: Use GSA Form 3580 to request authorizations to return an item ordered incorrectly or an item ordered in too great a quantity. The customer must pay shipping costs for merchandise returns. If GSA determines it is not economical to process a merchandise return, the return request will be denied but the CSC will issue the customer a money credit.

3.2.2.2.11. GSA Invoices: Customers are billed at the CSC current selling price for each item plus an extended cost. All bills are to be paid via IMPAC card.

3.2.2.2.12. Prices: Although the CSC Catalog represents current prices at press time, expect price changes. If you wish to confirm a current price, ask the supply specialist when you place your order. You are charged the price in effect at the time of your order. If you order via the Internet, all prices are current.

3.3. Stocking of Expendable Supplies. Do not keep a big supply of expendable supplies on hand. Normally, a unit should not stock more than a 90-day supply and stock only essential items.

3.4. Supply Difficulty. A supply difficulty exists when requested items are not received within a specific time and the lack of such items creates an emergency situation or impairs unit operation. In relation to other supply or equipment customers, AFROTC supply priorities are among the lowest the host base supports. Normally, follow-up action to the support agency should not be initiated sooner than 31 days from the requisition date. Specific situations may dictate earlier requests for assistance.

3.4.1. When a supply difficulty exists, follow the directions in AFMAN 23-110, Vol. II, Part 13, Chapter 5.

3.4.2. Direct additional follow-up, if required, to the applicable support squadron commander or designated representative (e.g., chief of services for clothing sales, customer assistance section of base supply for supply and equipment problems, etc.).

3.4.3. If unit actions are unsuccessful in resolving the problem, submit a request for assistance to the region commander and HQ AFOATS/SDL, IN TURN. Include all correspondence submitted to the support activity.

3.5. Cold Weather Clothing for Unit Staff. Cold weather clothing (e.g., parkas) are organizational equipment items and must be forecast by the unit. These clothing items are purchased with supply money.

3.5.1. Parkas and other accountable cold weather clothing, when authorized by AS 016, must be issued to unit personnel on AF Form 1297, **Temporary Issue Receipt**, by the supply custodian. When an individual departs on permanent change of station orders or separates from the Air Force, these items must be recovered and re-issued to incoming personnel. If an item is not available for turn-in, refer to AFMAN 23-220.

3.6. Turn-In of Consumable or Expendable XB3 Material and Scrap.

3.6.1. All units will participate in this program to the maximum extent possible, considering location, transportation, and economy. Unserviceable XB3 items down-graded to scrap may be transferred directly to the Defense Re-utilization Marketing Office (DRMO) by units. All other material (e.g., furniture type items, office supplies, individual equipment, clothing, etc.) obtained with Air Force funds must be turned in to base supply following procedures in AFMAN 23-110, Vol. II, Part 13, Chapter 4.

3.6.2. For items directly turned in to DRMO, units should prepare a DD Form 1348-1A, **Issue Release/Receipt Document**, in four copies IAW AFMAN 23-110, Vol. II, Part 13, Chapter 4. Maintain the fourth copy according to AFMAN 23-110, Vol. II, Part 13, Chapter 4, paragraph 6c. Annotate the document number on AF Form 115A, **Register of Control Numbers**. All clothing items must be cleaned when turned in. If additional instructions are needed when preparing the DD Form 1348-1, contact the DRMO.

Chapter 4

PROCEDURES FOR OBTAINING AND MANAGING UNIFORMS

Section A – Issue-In Kind (IIK) Uniforms

4.1. General Information. This chapter outlines procedures to be followed by units under the issue-in-kind uniform system. AFOATSI 65-102, *The AFROTC Uniform Commutation Program*, contains procedures for the units under the uniform commutation system.

4.2. Responsibilities. The unit commander appoints by letter, an active duty unit member as the Unit Property Custodian (UPC). Maintain a copy of the letter at the unit. The UPC requisitions, receives, safeguards, accounts, and issues all IIK uniforms according to this chapter.

4.3. Uniform Allowances.

4.3.1. Clothing: Allowance Standard AS 016, Special Purpose Clothing and Personal Equipment, Part D, section A, contains cadet uniform allowances. Units are authorized uniform items for each enrolled cadet in quantities listed in the AS plus 20 percent for sizing and exchange. HQ AFOATS/SDL may authorize a unit to exceed the 20 percent on a case-by-case basis. Units must maintain a waiver on file if the 20 percent is exceeded.

4.3.2. Insignia: Insignia is authorized in the preface of AS 016, but a listing of the items is not in the AS. See paragraph 4.8 for information on insignia.

4.3.3. Cold weather clothing for cadets: Only units who meet commutation zone IIB standards are authorized parkas. See attachment 4 for authorization by climate zone.

4.4. Obtaining Uniform Items.

4.4.1. Uniform items or accessories may be ordered direct from the Defense Supply Center Philadelphia (DSCP) via the Automated System for Cataloging and Ordering Textiles (ASCOT). Non-stocked depot (commercial) items can be obtained from the host base Military Clothing Sales Store (MCSS) by sending an AF Form 656, **Clothing Request and Receipt, Male/Female**, to HQ AFOATS/SDL. Non-stocked depot items that *cannot* be obtained through MCSS can be procured commercially using the RPA IMPAC card. For additional instructions concerning commercial items, review paragraphs 4.9 and 4.10. It takes approximately 45 days to receive uniform items once an order has been received at the MCSS.

4.5. Excess Uniforms. Units may report excess uniforms that meet the criteria of paragraph 4.5.5. below at any time during the year by sending a memo to HQ AFOATS/SDL. The steps for computing uniform requirements and excess are as follows:

4.5.1. Salvage unserviceable uniform items and post salvaged items off accountable records. In determining what to salvage, use the following "rule of thumb:" If you would not wear the uniform or would not want to receive this item from another unit, it should be salvaged. For proper disposition instructions, see paragraph 3.6.

4.5.2. Obtain the serviceable balance count of each uniform item from your AF Form 2009-1, **Manual Supply Accounting Record**. Include in the count all issued uniforms as well as those in storage which are classified as serviceable.

4.5.3. Try to obtain projected enrollment figures for the next school year. You may then establish a unit tariff size distribution for your projected enrollment. Order the sizes most frequently issued at your unit. **NOTE:** An additional 20 percent of the forecasted enrollment is allowed for sizing and exchange.

4.5.4. Compare the uniform requirement for your projected enrollment with your present inventory as established according to the instructions in paragraph 4.5.2 above. Match available assets to anticipated requirements, report those items which exceed your projected requirements.

4.5.5. The number of uniforms exceeding anticipated requirements represents excess. Report new uniforms only! There is one exception: Cadet coats are reported as excess only if they are in a "like new" condition. Do not report any of the coats with braid sewn on the sleeves or ones that have been altered. Salvageable uniforms which are reported as excess are subject to redistribution to other units, senior or junior, to meet their requirements.

4.5.6. Be sure to include requirements for all unaccountable uniform items such as ribbons and insignia not maintained on AF Form 2009-1.

4.5.7. All shortages/overages of accountable items listed on the AFROTC Form 656c, **AFROTC Annual Uniform Inventory Report**, must be adjusted in accordance with the instructions in paragraph 4.20.

4.6. AFROTC Annual Uniform Inventory Report.

4.6.1. All IIK units must submit an Annual Uniform Inventory Report on AFROTC Form 656c to HQ AFOATS/SDL each year by 1 July.

4.6.2. The unit commander may appoint an additional duty inventory officer annually who assists the UPC with the entire inventory. All items listed on the AFROTC Form 656c must be inventoried. The inventory officer signs the AFROTC Form 656c attesting to the accuracy and validity of the inventory and sends a copy of the form to HQ AFOATS/SDL. A copy of the completed inventory must be maintained on file for at least one year. Any shortage or overage must be adjusted in accordance with paragraph 4.20.

4.7. Management Report.

4.7.1. Clothing Suspense and Receipt Documents. Print out and maintain copies of each uniform order placed on the ASCOT system. These are your suspense copies for items you have on order. When items are received, there will be a DD Form 1348-1, or a Materiel Release Listing in the package. These documents must be maintained for 6 years and 3 months.

4.8. Uniform Items and Accessories. Units may order uniform items and accessories through ASCOT. Items listed below are not available through ASCOT and can be obtained commercially with the RPA IMPAC card.

- Insignia, Lapel and Collar, U.S., POC

- Badge, Pilot Category, Flight, AFROTC
- Badge, Pilot Solo, Flight, AFROTC
- Badge, Missile, AFROTC
- Badge, Navigator, AFROTC
- Badge, PreHealth, AFROTC
- Badge, Nurse, AFROTC
- Name Tags, Blank
- BDU Rank

4.9. Commercial Uniform Procurement. Service coats, garrison caps, pantyhose and female pumps (shoes) are not stocked by depot and cannot be ordered via ASCOT. These are considered commercial items but may be procured from the MCSS. Submit AF Form 656 with attached size listing, to HQ AFOATS/SDL.

4.10. Name Tag Engraving. Units with name tag engraving requirements may utilize a local source and pay for the service with their RPA IMPAC card.

4.11. Shoe Requirements. Submit new shoe requirements (except female pumps) through ASCOT.

4.11.1. Issue only one pair of shoes to a male GMC cadet and issue each male cadet entering the POC an additional pair of shoes. Female GMC cadets will be issued both pumps and oxfords, females will be given another issue when entering the POC. If shoe replacement is necessary, the cadet must pay for them unless the shoes issued were defective or there are other extenuating circumstances determined by the UPC.

4.11.2. Post all shoes issued to cadets to the applicable AF Form 2009-1 as a single entry. The UPC will back up the entry on the AF Form 2009-1 by requiring cadets to acknowledge receipt for shoes on a consolidated shoe issue document. Separate shoe issue documents are required for male and female shoes. After all shoes are issued, assign a control number to the document, add quantity issued, post to the AF Form 2009-1 as an issue (ISU), and file the issue document as required.

4.11.3. If cadets withdraw from the program within 30 academic days after issue of shoes, the cadet returns them along with other uniform items. Shoes returned within this time frame have been used, and should be reflected on the AF Form 2009-1 as an unserviceable turn-in. Unserviceable shoes should be turned in to DRMO. Medical directives prohibit the re-issue of shoes. A cadet withdrawing after 30 days may retain the shoes issued, if worn, and no turn-in action is required; however, UPCs need to inform the GMC and POC cadets returning the next academic year to retain their shoes for use during that time.

Section B – Accounting Procedures

4.12. Uniform Accounting Policy. Accountability must be maintained on AF Form 2009-1 for each item listed on the AFROTC Form 656c. Prepare only one AF Form 2009-1 for sized uniform items citing the stock number of the smallest size (e.g., if the unit has 90 coats on hand, do not establish a record for each size. Enter the total quantity on a single AF Form 2009-1 with the stock number for the smallest size). Manage items not requiring an AF Form 2009-1 according to AFI 23-111.

4.13. Control Numbers. Establish an AF Form 115a at the beginning of each fiscal year. Each separate transaction is assigned a control number and entered on the AF Form 115a. Enter the three or four-digit alpha code in parentheses in the "Type of Document" block on AF Form 115a.

4.14. Record File. Establish a records file folder at the beginning of each fiscal year. File documents supporting entries made on AF Form 2009-1 to increase or decrease quantities in control number sequence. This folder must contain all control numbered documents appearing in paragraph 4.13.

4.15. Excess Uniform Shipments. Uniforms declared excess must be new when shipped except for the various types of coats which may be in like-new, serviceable condition. Other exceptions are listed in paragraph 4.5.5. Record excess uniform shipments on DD Form 1149, **Requisition and Invoice/Shipping Document**, or a mechanized shipping document. When units are directed to ship excess uniforms and cannot completely fill the requirement, the receiving unit must be notified by telephone, letter, or other means.

Section C – General Instructions

4.16. Uniform Alterations. To obtain uniform alterations, utilize a local vendor and pay for services with the RPA IMPAC card or AF Form 9 for vendors who do not accept the Government IMPAC card. Ensure all alteration contracts require the vendor to mark sized uniform items with the new size after alterations are completed. Alterations to military uniforms must meet the uniform standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

4.17. Dry Cleaning.

4.17.1. Cadets are responsible for cleaning uniforms while in their possession. Uniforms must be cleaned and pressed before turn-in.

4.17.2. Uniforms soiled in storage may be cleaned at government expense by use of the RPA IMPAC card.

4.18. Uniform Size Labels.

4.18.1. All sized uniform items, except for new items, must have size markings or labels at all times. The original manufacturer inkstamp size labels are satisfactory, but may become illegible after issue and several launderings. Check clothing articles at time of issue, alteration, or turn-in to ensure proper size identification. Mark shirts and blouses on the lowest portion of the front inside shirt tail. Local commercial dry cleaners may be consulted for a suitable clothes marker.

4.18.2. Do not place size markings on new uniform items. Such marking action will prohibit exchange for other sized items at the MCSS.

4.19. Storage Facilities. The unit commander must ensure storage facilities provided by the institution are adequate. Such facilities must be well lighted, safe, dry, heated, ventilated, and must provide adequate office space, shelving, bins, clothing racks, and cabinets. Use racks, bins, shelves, pallets, cabinets, etc., to ensure items are stored off the floor and segregated by type and size. Storage areas for clothing, equipment, textbooks, administrative supplies, etc., should be large enough to store items without commingling. Windows must be securely barred or have heavy mesh screen. Doors must be reinforced and fitted with a cylinder or heavy-duty lock for security. Facilities may not be used jointly with any other department of the institution or other government agency. Recommended specifications for a unit with 100 cadets are:

4.19.1. A room approximately 400 square feet (e.g., a room 20 by 20 feet). Racks should be used to hang uniform items.

4.19.2. About 100 square feet of floor space is required for issue and fitting purposes. This space may be within or adjacent to the storage room. When the facility standards listed in this regulation are not met or the unit is not supported at the same level as other departments, unit commanders should request corrective action from the physical plant manager or other appropriate institutional official.

4.20. Relief from Responsibility for Air Force Uniforms. Adjust all overages or shortages of items for which AF Form 2009-1 is maintained by preparing an AF Form 85, **Inventory Adjustment Voucher**, when pecuniary liability cannot be determined.

4.20.1. Prepare AF Form 85 by completing the appropriate blocks in the heading. List the property by stock number, item description and quantities as either being over or short in the applicable columns to include the unit cost and total cost. List only the items over or short on the AF Form 85. Do not use the AF Form 85 to record the entire inventory. Justify each item adjusted either on the AF Form 85 or on a letter attached to the AF Form 85. The dollar limitations and certifying/approving officials for AF Forms 85 are listed below:

4.20.1.1. The UPC will certify shortages of \$250 or less. The unit commander is designated as the approving or disapproving official. Send an information copy of all approvals to the region commander.

4.20.1.2. Shortages above \$250 must be certified by the unit commander. Forward the original and one copy of the AF Form 85 to the region commander for approval or disapproval. The unit maintains a suspense copy. After posting to the stock record card, file the suspense copy in the record file.

4.20.2. AF Forms 85 disapproved by the region commander require the unit to submit one of the relief documents below. The region commander cannot approve shortages exceeding \$2,500 in value unless extenuating circumstances exist, for example, fire, theft, storm damage, etc. After receiving approval from the region commander, post the adjustment to AF Form 2009-1 and file it.

4.20.2.1. DD Form 1131, **Cash Collection Voucher**: When pecuniary liability is admitted and voluntary reimbursement is made for lost, damaged, or destroyed uniforms, process such payments received to the support base on the DD Form 1131. All payments must be made by a money order, cashier's check, personal check, or certified check. Do not accept cash. The list price of the item lost, damaged, or destroyed must be charged. After the payment is collected, prepare a single DD Form 1131 to reflect the total of these collections. The check should be written for the total cost of the items and made payable to the Financial Services Officer (FSO) at your support base. Use the next available control number from the AF Form 115a. The reduced quantities must be posted to the AF Form 2009-1. This is a single action document and does not require the additional preparation of an AF Form 85. The DD Form 1131 and check must be mailed or carried to the financial services office within 60 days.

4.20.2.2. DD Form 200, **Financial Liability Investigation of Property Loss**: Prepare this relief document when directed by the region commander or the support base instructions. The region commander takes final action on Reports of Survey when the loss is equal to or less than \$10,000. AFROTC/CC takes final action when losses exceed \$10,000 but do not exceed \$25,000. Any losses above these amounts require AETC/CC approval.

4.21. Unit Property Custodian (UPC) Transfer. The following actions are required when a change in UPC occurs.

4.21.1. A joint inventory, using AFROTC Form 656c, must be accomplished immediately by the relinquishing and receiving UPCs. The relinquishing UPC will adjust discrepancies such as shortages and overages as outlined in paragraph 4.20 before transfer of property responsibility. A letter certifying accomplishment of the inventory must be sent to the unit commander (see attachment 4).

4.21.2. Next, accomplish a property transfer certificate in three copies as shown in attachment 5. Provide a copy of the transfer certificate to the region commander and the relinquishing UPC. The receiving UPC retains the other copy in the records file as prescribed in paragraph 4.14.

Section D – Issue and Turn-In Instructions

4.22. Issue and Turn-In of Clothing and Insignia.

4.22.1. Issue clothing and insignia to cadets on AF Form 538, **Personal Clothing and Equipment Record**. Unit procedures must provide controls to ensure the return of items or payment.

4.22.2. GMC cadets turn in clothing and insignia to the UPC at the end of each academic year. Cadets enrolled in AFROTC summer school or other AFROTC-sponsored activities may retain uniform items for the duration of these events. The unit commander may allow those POC cadets projected to return for their senior year to retain IIK uniforms between their junior and senior year.

4.23. Recovering Cadet Uniforms. The unit must coordinate with the institution to establish procedures for recovering uniform items. Recover all issue uniform items. Next-to-body items (e.g., footwear, socks, gloves, and headgear) along with any belts or neckties need not be recovered if used or worn. The UPC and the institution must take all reasonable actions necessary to recover issued uniform items. This process may be sensitive and should be handled with tact and diplomacy. As a minimum, the UPC should contact the cadet verbally or send a certified letter (return receipt requested) to the cadet requesting the uniform items be returned. If the cadet does not reply within 30 days, another certified letter (return receipt requested) must be sent to the cadet. If the cadet fails to respond to the second letter within 15 days, refer the problem to the appropriate school official who should use available administrative measures, such as withholding grades or transcripts, to obtain the uniform items.

4.23.1. If the school official is unable to obtain the uniform within 30 days, process an AF Form 85 (see paragraph 4.20.1).

4.23.2. Attach copies of all applicable correspondence and a description of other administrative actions to the AF Form 85. Post the applicable AF Form 2009-1 to reflect the AF Form 85 adjustment.

4.24. Purchasing Uniforms. One complete uniform may be sold to commissionees by making a payment with a money order, cashier's check, or certified check for 50 percent of the standard price of each accountable item. Unaccountable items are dropped from the records at time of issue and are not chargeable. These include shoes, boots, socks, and caps. Money orders and checks must be made payable to the Financial Services Officer in regards to your support base. Use the DD Form 1131 for this purpose annotating: "Cash payment for Class B clothing, per AFMAN 23-110" on the form for processing. The responsible AFROTC unit commander or UPC gives the commissionees a signed copy of the DD Form 1131 as a receipt and deposits the amount indicated on the DD Form 1131 with the host-base financial services office. Submit the original and three copies of the DD Form 1131 to the FSO who returns one signed copy as receipt of the payment to the AFROTC unit. The accounting classification is: 57X3700 50X 6447 P781.03 667100. Replace the 'X' in the fund citation with the last digit of the fiscal year (e.g., in FY 94, replace the 'X' with a 4). If a POC cadet does not desire to purchase their uniform upon graduation, the uniform if serviceable, must be placed back in stock. Potential commissionees may purchase their uniform items 30 days in advance of their commissioning date if it is reasonable to expect them to be commissioned as scheduled. **NOTE:** Money orders and checks must be turned into the Financial Services Office within 30 days.

ROBERT C. LEWIS, JR., Lt Col, USAF
Chief, Communications Branch

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 23-111, *Management of Government Property in Possession of the Air Force*
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
DOD 5330-3, *Defense Automated Printing Service (DAPS)*
AFI 63-602, *Defense Production Act Title I – Defense Priorities and Allocations System*
AFI 84-101, *Historical Products, Services, and Requirements*
AFI 31-209, *The Air Force Resource Protection Program*
AFMAN 23-110(CD), *USAF Supply Manual*
AFMAN 23-220, *Reports of Survey for Air Force Property*
AFOATSI 65-102, *The AFROTC Uniform Commutation Program*
DODM 4160-21, *Defense Demilitarization Manual*
AS 706, *Air Force Reserve Officer Training Corps Part A - Senior*
AS 016, *Special Purpose Clothing and Personal Equipment Part D*
General Services Administration (GSA) Catalog
Customer Supply Center (CSC) Catalog (when applicable)

Supporting Forms

AF Form 9, **Request for Purchase**
AF Form 85, **Inventory Adjustment Voucher**
AF Form 115a, **Register of Control Numbers**
AF Form 538, **Personal Clothing and Equipment Record**
AF Form 601, **Equipment Action Request**
AF Form 656, **Clothing Request and Receipt, Male/Female**
AF Form 1297, **Temporary Issue Receipt**
AF Form 2005, **Issue/Turn in Receipt**
AF Form 2009-1, **Manual Supply Accounting Record**
DD Form 200, **Financial Liability Investigation of Property Loss**
DD Form 1131, **Cash Collection Voucher**
DD Form 1149, **Requisition and Invoice/Shipping Document**
DD Form 1348-1A, **Issue Release/Receipt Document**
DD Form 1348-6, **DOD Single Line Item Requisition System Document (Manual Long Form)**
AFROTC Form 656c, **AFROTC Annual Uniform Inventory Report**
GSA Form 3525, **Application for Customer Supply Center Services** (if ordering GSA office supplies)
GSA Form 3542, **Customer Supply Center Order Form** (if ordering GSA office supplies)
GSA Form 3580, **Customer Supply Center Discrepancy Report**

Terms Explained

Commercial Item. Clothing, textile, and footwear items purchased by units using IMPAC. The source of the commercial item is determined by the host-base contracting office and may or may not be the Army Air Force Exchange Services (AAFES) Military Clothing Sales Store (MCSS). Commercial items include female pumps and pantyhose.

Custodian Authorization/Custody Receipt Listing (CA/CRL) R14. A machine-run list showing all authorizations, assets, and due-outs for each custodian by organization and shop code.

Element of Expense Investment Code (EEIC). A system of account designations used in the Air Force to identify the item or service to be charged for resource consumption or capitalization.

Equipment Authorization Inventory Data (EAID). A computerized in-use detail record for all equipment requiring formal supply property accountability. This includes equipment authorized, in use and in-place, including substitute items.

Expendable Supplies. Low cost items used in the course of conducting business. Accountability is not maintained by base supply.

Firm Due-Out. A supply status which indicates funds are obligated. If the request is canceled, a unit may or may not be able to obtain credit.

Memo Due-Out. A supply status which indicates that a requirement has been established, but that funds have not been obligated.

Project Fund Management Record (PFMR). A supply and funds code which identifies a unit's stock fund allocations.

Ratification. A lengthy, time consuming approval process to pay an unauthorized government obligation. This act is caused when someone other than base contracting personnel obligates the government.

ACTIVITY ADDRESS CODES, CLIMATIC ZONES, AND COMMUTATION ZONES

Unit	Activity Address	Climatic Zone	Commutation Zone	Unit	Activity Address	Climatic Zone	Commutation Zone
5	FY7688	II	I	218	FY8998	III	IIA
10	FY7891	II	I	220	FY9218	III	IIA
12	FY3519	II	I	225	FY9220	III	IIA
15	FY7893	II	I	250	FY9261	III	IIA
17	FY4106	II	I	255	FY9272	III	IIA
19	FY4147	II	I	270	FY9282	III	IIA
20	FY1812	II	I	280	FY9287	III	IIA
25	FY7982	I	I	290	FY9290	III	IIA
27	FY3520	I	IIA	295	FY9291	III	IIA
28	FY4055	I	IIA	305	FY9292	II	I
30	FY7987	II	IIA	310	FY9294	II	I
35	FY8036	I	I	311	FY4148	II	I
45	FY8057	I	I	320	FY9359	II	I
55	FY8109	I	I	330	FY9361	III	IIA
055A	FY8053	I	I	340	FY9362	III	IIA
055B	FY1378	I	I	345	FY9363	III	IIA
060A	FY1731	I	I	355	FY8679	III	IIA
60	FY8149	I	I	365	FY9396	III	IIA
75	FY8276	I	I	370	FY9406	III	IIA
85	FY8308	II	I	380	FY9438	III	IIA
88	FY4118	II	I	390	FY9494	III	IIA
90	FY8312	III	IIA	400	FY9500	III	IIB
105	FY8489	III	IIA	410	FY9587	III	IIB
115	FY8748	III	IIA	415	FY9588	III	IIB
128	FY4173	III	IIA	420	FY9589	III	IIB
130	FY8854	III	IIA	425	FY9590	II	I
145	FY8923	II	I	430	FY9591	II	I
150	FY8925	I	I	430A	FY4112	II	I
155	FY8950	I	I	432	FY4111	II	I
157	FY3521	I	I	432A	FY8581	II	I
158	FY8164	I	I	440	FY9593	III	IIA
159	FY3522	I	I	442	FY8231	III	IIA
160	FY8956	II	I	450	FY9645	III	IIB
165	FY8960	II	I	465	FY9652	III	IIA
172	FY4108	I	I	470	FY9661	III	IIA
175	FY8980	I	I	475	FY9662	III	IIA
190	FY9152	III	IIA	485	FY9669	III	IIA
195	FY9190	III	IIA	490	FY9671	III	IIA
205A	FY3523	III	IIA	505	FY9707	II	I
207	FY3523	III	IIA	510	FY9710	III	I
215	FY9210	III	IIA	520	FY9717	III	IIA

ACTIVITY ADDRESS CODES, CLIMATIC ZONES, AND COMMUTATION ZONES

535	FY9773	III	IIA	847	FY4117	II	I
536	FY9878	III	IIB	855	FY8683	III	IIA
538	FY1995	III	IIA	855A	FY8891	III	IIA
550	FY9789	III	IIA	860	FY8714	III	IIA
560	FY9790	III	IIA	865	FY8857	III	IIA
585	FY9863	II	I	867	FY1605	III	IIA
590	FY9866	II	I	875	FY8247	III	IIA
592	FY7169	II	I	880	FY8861	III	IIA
595	FY9883	II	I	890	FY8865	III	IIA
600	FY3524	II	I	895	FY8867	II	IIA
605	FY7359	II	I	905	FY8871	III	IIA
607	FY7361	II	I	910	FY8873	II	IIA
610	FY7363	III	IIB	915	FY8875	III	IIA
620	FY7364	III	IIA	925	FY8879	III	IIB
630	FY7435	III	IIA	925A	FY1292	III	IIB
630A	FY7366	III	IIA	940	FY8885	III	IIA
640	FY7368	III	IIA				
643	FY7370	III	IIA				
645	FY7371	III	IIA				
650	FY7368	III	IIA				
665	FY7371	III	IIA				
670	FY8893	III	IIA				
675	FY7372	III	IIA				
685	FY7376	III	IIA				
695	FY7378	II	IIA				
720	FY9805	III	IIA				
730	FY7381	III	IIA				
750	FY8708	III	IIA				
752	FY3525	III	IIA				
755	FY7384	II	IIA				
755A	FY4115	II	I				
765	FY7386	II	I				
770	FY7387	II	I				
772	FY4149	II	I				
775	FY7388	II	I				
780	FY7389	III	I				
785	FY7390	III	IIB				
790	FY7391	II	I				
800	FY7394	II	I				
805	FY7822	II	I				
810	FY7858	II	I				
820	FY8017	III	I				
825	FY8362	II	I				
835	FY8379	II	I				
840	FY8430	II	I				
842	FY1179	III	I				
845	FY8444	II	I				

LISTING OF HOST BASES AND UNITS SUPPORTED

<u>HOST BASE</u>	<u>UNITS SUPPORTED</u>	<u>HOST BASE</u>	<u>UNITS SUPPORTED</u>
AEDC SDS/AF Arnold AFB, TN	790	81st TRW Keesler AFB, MS	320, 432, 432A
2nd LSS/XP Barksdale AFB, LA	305, 310, 311	377 ABW Kirkland AFB, NM	510
HQ 11th Sup Wing Bolling AFB, DC	330, 130	37th Trng Wing Lackland AFB, TX	842
821 SPTS Buckley ANGB, CO	105	1st Fighter Wing Langley AFB, VA	875, 880, 890
27th Fighter Wing Cannon AFB, NM	820	314th Airlift Wing Little Rock AFB, AR	30, 785
437th Airlift Wing Charleston AFB, SC	765	SMC Los Angeles AFB, CA	055, 055A, 060, 060A, 075
14th FTW Columbus AFB, MS	10, 425, 430 430A	56th Fighter Wing Luke AFB, AZ	25, 027, 028
355th Wing Davis-Monthan AFB, AZ	20	56th LSS MacDill AFB, FL	158
436 MSS Dover AFB, DE	128, 720	341st MSS Malmstrom AFB, MT	450
92ARW Fairchild AFB, WA	905	42nd Wing Maxwell AFB, AL	SE Region 005, 012, 015, 019 755, 755A, 790, 800
90th Missile Wing F.E. Warren AFB, WY	90, 940	62nd Airlift Wing McChord AFB, WA	685, 695, 895, 910
17th Trng Wing Goodfellow AFB, TX	847	SM-ALC McClellan AFB, CA	88
319 ARW Grand Forks AFB, ND	400, 410, 415 420, 610	384th LSS McConnell AFB, KS	270
66th ABW Hanscom AFB, MA	115, 340, 345, 355 365, 370, 475, 535 536, 550, 867	305th AMW McGuire AFB, NJ	485, 490, 520, 538 560, 750, 752
15th ABW Hickam AFB, HI	175	148th FW Minnesota ANG, MN	420
75th ABW Hill AFB, UT	855, 855A, 860	347th LSS Moody AFB, GA	150, 172

LISTING OF HOST BASES AND UNITS SUPPORTED

<u>HOST BASE</u>	<u>UNITS SUPPORTED</u>
49th Fighter Wing Holloman AFB, NM	505
45th Space Wing Patrick AFB, FL	155, 157, 159
55 th LSS Offutt AFB, NE	250, 255, 465 470, 780
23rd MSS Pope AFB, NC	605, 607
12th FTW Randolph AFB, TX	SW Region 805, 825, 840
78th ABW Robins AFB, GA	160
375th Airlift Wing Scott AFB, IL	190, 195, 205, 207 218, 442, 925, 925A
4th Wing Seymour Johnson AFB, NC	590, 595, 600
363rd LSS Shaw AFB, SC	592, 775
82nd TRW Sheppard AFB, TX	835, 845
654th ABG Tinker AFB, OK	670, 675
60th AMW Travis AFB, CA	035, 045, 085
325th Fighter Wing Tyndall AFB, FL	035, 045, 145
10th ABW USAF Academy, CO	NW Region
509 MSS Whiteman AFB, MO	280, 440
88th ABW Wright-Patterson AFB, OH	NE Region 215, 220, 225, 290 295, 380, 390, 620 630, 630A, 645, 650 665, 730, 915

**SAMPLE LETTER CERTIFYING JOINT
UNIFORM INVENTORY**

(Letterhead)

(Date)

MEMORANDUM FOR AFROTC UNIT ____ /CC

FROM: (RELINQUISHING UPC)

SUBJECT: Joint Uniform Inventory

1. We certify that we have personally inventoried all items recorded on AF Forms 2009-1, Informal Stock Records, in the possession of _____ (AFROTC Unit Designation), and the balances shown on the AF Forms 2009-1 are maintained within the above unit and are correct. Attached is a copy of the adjustment documents necessary to correct discrepancies. Verification of inventory conducted by those signing below:

Signature of Relinquishing UPC

Signature of New UPC

2. Responsible duties of inventory control have been relinquished as of this date.

Signature of Relinquishing UPC

1st Ind., AFROTC Unit ____ /CC

TO: (Relinquishing UPC)

Approved/Disapproved

Signature block of Unit Commander

NOTE: Include copies of Inventory Adjustment Vouchers, Reports of Survey and Cash Collection Vouchers, whichever is applicable.

SAMPLE OF PROPERTY TRANSFER CERTIFICATE

(Certificate)

(Date)

MEMORANDUM FOR AFROTC UNIT_____/CC

FROM: (RELINQUISHING UPC)

SUBJECT: Property Transfer Certificate Control Number

1. I certify that the balances shown on the property records maintained with Unit_____, per Control Number_____, dated_____, are correct to the best of my knowledge. The property has been relinquished to the custody of_____, the new receiving UPC as of this date.

Signature of Relinquishing UPC
Typed name of Relinquishing UPC

2. As of this date, I certify that I have received from_____(Typed name of Relinquishing UPC), all property pertaining to the above designated unit for which my predecessor was responsible. I now assume responsibility for the property records and the property as procedures prescribe.

Signature of Receiving UPC
Typed name of Receiving UPC

1st Ind., AFROTC Unit_____/CC

TO: (Relinquishing UPC)

Approved/Disapproved

Signature of Unit Commander

cc:
AFROTC Unit_____/CC